

SBESE-Approved Home Study Program

2009-2010 Guidelines & Application

Paul G. Pastorek
State Superintendent of Education

July 2009

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For further information, contact:
Dr. Jackie Bobbett, Section Supervisor
Division of Curriculum Standards
P.O. Box 94064
Baton Rouge, LA 70804-9064
E-mail: jackie.bobbett@la.gov

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DEPARTMENT OF EDUCATION

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Toll Free #: 1-877-453-2721

<http://www.louisianaschools.net>

MEMORANDUM

TO: Home Study Program Applicants

FROM: Dr. Jackie Bobbett, Section Supervisor
Division of Curriculum Standards

SUBJECT: SBESE-Approved Home Study Program Information

Enclosed is the 2009-2010 information for the SBESE-Approved Home Study Program. The information contains general information and guidelines for compliance regarding the Home Study Program, Tuition Opportunity Program for Students (TOPS), a Home Study Program application, and a contact list of local school board offices.

Return your completed applications to

ATTN: Sue Millican, SBESE-Approved Home Study Program
Louisiana Department of Education
P. O. Box 94064
Baton Rouge, LA 70804-9064

If you have questions or need further information, please contact Sue Millican at (225) 342-9963 or toll free at the number above.

JB/BN/sm

Enclosures

"An Equal Opportunity Employer"

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Overview

Any child eligible by Louisiana law to attend Louisiana elementary or secondary schools shall be eligible to participate in a State Board of Elementary and Secondary Education (SBESE) - Approved home study program. The home study program does not replace the provisions of the State homebound law.

A child who participates in a Home Study Program approved by the SBESE shall be considered in attendance at a day school.

Parents are responsible for all curricula and are required to teach their child (ren) using a sustained curriculum of a quality at least equal to that offered by public schools at the same grade level. A parent or tutor may be permitted to provide instruction in a SBESE-Approved home study plan. All costs directly attributable to the home study program shall be borne by the parents or guardians.

Parents are responsible for submitting a home study application to the SBESE each year they seek SBESE approval for a home study program. Parents are accountable for renewing their application each year.

Completion of a SBESE-Approved Home Study Program does not entitle the student to a regular high school diploma. In order to receive a Louisiana State Equivalency Diploma, the student must pass the General Educational Development (GED) test.

Grade Level

Parents are required to designate the grade level at which they plan to teach the student during the upcoming year. Retroactive changes to grade levels are not allowed based on an opinion by the Attorney General's Office.

Compulsory Attendance

The Children's Code authorizes peace officers, probation officers, and attendance officers to stop and detain any child from the age of seven through sixteen whom the officer reasonably believes to be absent from school during normal school hours. The officer may question the child about his or her reasons for being absent, may transport the child to a school or a receiving center, and may file Families in Need of Services (FINS) complaint.

Child Welfare and Attendance Officers have the duty and responsibility of investigating cases of nonenrollment or unexcused absences, including giving notices and visiting the home or place of residence. Child Welfare and Attendance Officers are mandated to report instances of habitual absence or tardiness to Juvenile Court, which may determine that the child should be placed in a public or private institution where school may be provided.

Compulsory Attendance continued

State law gives the District Attorney the authority to strictly enforce cases of habitual absence or tardiness as well as the authority to bring cases under the criminal statute that provides for fines, imprisonment, and/or community service if a court determines that a parent has exercised improper supervision of a minor. Violators of these laws and provisions may be fined up to \$250 for each offense or imprisoned up to 30 days, or both, or a combination of forty hours of court-approved community service and attendance at a court-approved family counseling program by both a parent or legal custodian and the minor.

Curriculum

Parents shall assure that the Home Study Program will offer a sustained curriculum of a quality at least equal to that offered by public schools at the same grade level.

The Department of Education website provides numerous resources that can be used for curriculum development <http://www.louisianaschools.net/lde/portals/curriculum.html>.

The Louisiana Comprehensive Curriculum <http://www.louisianaschools.net/lde/saa/2108.html> is based on Grade-Level Expectations (GLEs), statements of what all students should know or be able to do by the end of each grade, PreK-12, in English language arts, mathematics, science, and social studies <http://www.doe.state.la.us/lde/saa/1819.html>. In addition, model lessons and unit plans <http://www.doe.state.la.us/lde/saa/1407.html>, and online LEAP and GEE practice tests for students in grades 4, 8, 10, 11 <http://www.louisianaschools.net/lde/saa/1982.html> are available.

The Department of Education does not recommend the use of one program over another (example correspondence courses, instructional materials, or on-line programs).

Textbooks

State Board policy stipulates that local school systems may provide textbooks to students who are participating in a SBESE-Approved home study program, if extra copies are available. Local school systems are allowed to charge a deposit for each book borrowed by a home study parent, with that deposit being refunded when the book(s) is/are returned.

Parents of students who have been approved by SBESE for home study wishing to secure the appropriate textbooks for their student(s) have these options:

To borrow textbooks:

- Contact the administrator at your local public school and request to borrow or checkout one set of books for each student at the appropriate grade level. Be prepared to present a copy of your approval for home study and to pay a deposit on the books.
- Contact the textbook or curriculum supervisor at the local school board office and request to borrow or checkout one set of books for each student at the appropriate grade level. Be prepared to present a copy of your approval for home study and to pay a deposit on the books.

Textbooks continued

To purchase textbooks:

- Contact School Book Supply Company of Louisiana (SBSCCL) at 225-387-2362, toll free at 1-800-272-3055, or at www.schoolbook-la.com. Before contacting SBSCCL, be sure you know the title of each book you wish to purchase, the grade level, the subject area, and the publisher. You will need to secure this information from the most recent public school your child attended or the local school board office.
- Note: Teacher's Editions are not available for purchase by individuals.

If you have additional questions or need more information about textbooks, contact any educational program consultant with the Ancillary Resources Section, at **225-342-9969** or toll-free at **1-877-453-2721**.

State Assessments

A parent of a child in a SBESE-Approved home study program may request that a local school board administer the **LEAP** (English Language Arts, Mathematics, Science, and Social Studies), or **GEE** (English Language Arts, Mathematics, Science, and Social Studies). Administered tests shall correspond with the enrolled grade. It is the parents' responsibility to make testing arrangements through the local school board office during the first part of **January**. (see Attachment 1 for Local School Board Office Contact Information).

Tests are administered during the, spring, summer, and fall or on such other dates as determined by SBESE. Louisiana Educational Assessment Program (LEAP) Testing Schedule can be found at <http://www.louisianaschools.net/lde/uploads/12937.pdf>.

Parents must provide the District Testing Coordinator at the local school board office appropriate documentation required for requested standard testing at least ten (10) working days prior to the testing date. Additional testing information can be found at <http://www.louisianaschools.net/lde/ssa/testhome.html>.

A fee covering actual costs of administering, scoring, and reporting the results of the test of up to \$35 may be charged. For those students testing in order to enter the public school system, this fee shall be refunded upon the student's enrollment in that public school system the semester immediately following the testing. The District Testing Coordinator shall return results to parents when test results are returned to the public schools.

Provisions for Admission or Readmission to a School System

Parents who choose to enter their children in nonpublic or public schools after having been enrolled in an SBESE-Approved home study program **are responsible** for **all** educational documentation and/or verification required by the local school system. Students entering a school system must comply with all school or district requirements.

The local public school system is required to have a written policy included in its Pupil Progression Plan for the admission or readmission of home study students to the public schools. Contact the nonpublic school or the child welfare and attendance supervisor at the local school board office for the procedures outlined in the Pupil Progression Plan.

The Home Study Program office located at the Louisiana Department of Education, **will not** offer an opinion as to the student's grade level, achievement level, or appropriate academic placement. The receiving nonpublic school or local school system will conduct testing or evaluation of the student(s) to determine the student's proper grade level or Carnegie credits.

For those students testing in order to enter the **public school system**, testing fees shall be refunded upon the student's enrollment in that public school system the semester immediately following the testing.

General Equivalency Diploma (GED)

Secondary students enrolled in a SBESE-Approved home study program **will not** earn an official Louisiana high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Upon completion of the home study program, students may contact an adult education center regarding necessary procedures for obtaining the GED. For more information, contact the Division of Dropout Prevention, Adult and Family Services at <http://www.louisianaschools.net/lde/family/525.html> or 1-877-453-2721.

Tuition Opportunity Program for Students (TOPS)

The Department of Education does not administer the TOPS program. Parents who are interested in eligibility criteria for obtaining a TOPS scholarship should contact the Louisiana Office of Student Financial Aid (LOSFA) at 800-259-5626, extension 1012.

Education of Students with Exceptionalities

Regulations for Implementation of the Children with Exceptionalities Act regarding a student with Disabilities states that the Louisiana State Board of Elementary and Secondary Education (the state board) shall be responsible for the assurance of a free appropriate public education to all students residing in the state.

Furthermore, a free appropriate public education shall be available to all students residing in the state between the ages of 3 and 21, inclusive, including students with disabilities who have been suspended or expelled from school as provided for in §530.D.

For additional information regarding Education of Students with Exceptionalities you may review *Bulletin 1706: §101—Regulations for Implementation of the Children with Exceptionalities Act* at <http://www.louisianaschools.net/lde/bese/1041.html>.

Likewise, according to Educational Opportunities for Students with Exceptionalities statement of policy it is and shall be the duty of state and local educational agencies of the state of Louisiana to provide a free appropriate public education in the least restrictive environment to every student with an exceptionality, ages three through twenty-one, who is a resident therein found in *Bulletin 17:1941 et seq Chapter 8. Education of Students with Exceptionalities Part I. Educational Opportunities for Students with Exceptionalities* at <http://www.louisianaschools.net/lde/uploads/13651.pdf>.

For additional information, contact Division of Educational Improvement and Assistance/ Program Services at 1-877-453-2721 or Programs and Services for Special Populations <http://www.louisianaschools.net/lde/eia/2826.html>, Exceptionalities and Student Services <http://www.louisianaschools.net/lde/eia/2827.html>.

Caution - before enrolling in the SBESE-Approved home study program or a Nonpublic School Not Seeking State Approval, parents who have children with exceptionalities' should contact their local education agency to seek advice regarding the free and appropriate educational services that are designed to meet their child's needs.

SBESE-Approved home study programs do not qualify for services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et seq., nor do such programs qualify for modifications and/or accommodations under §504 of the Rehabilitation Act or the Americans with Disabilities Education Act. (Adopted by the SBESE on November 15, 1984. Revised April 2002.) For additional information, contact the Division of Education Improvement and Assistance at www.louisianaschools.net or 1-877-453-2721.

Privacy Statement

Disclosure of information in students' education records is restricted in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g. However, pursuant to FERPA, a student's parent or legal guardian may inspect the student's education records. FERPA also allows a student's parent or legal guardian to request that an educational agency amend the student's education records if the records contain information that is inaccurate, misleading or an invasion of privacy.

20 USC §1232g (a) (5) (A) "Directory information" relating to a student is released as public record and includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

20 USC §1232g (a) (5) (B) Parents should inform the State Board of Elementary and Secondary Education, at the time their Home Study application (new or renewal) is submitted, of any or all of the information designated as "directory information" in the above paragraph that should not be released without their prior consent.

Due Process

The due process procedures for resolution of disagreements at the local level pertaining to the application and reauthorization of the home study plan shall follow the procedures established by the SBESE in Bulletin 741. Louisiana Handbook for School Administrator <http://www.louisianaschools.net/ldc/bese/1041.html>).

Applying for the SBESE-Approved Program

The SBESE approves all home study applications, and the information provided is maintained on the SBESE-Approved Home Study Database. Home Study Program Application is valid for one year from the approval date.

Applying for the SBESE-Approved Program

Application must be thoroughly completed and will not be processed without the required information and documentation (see requirements below). Failure to include all required information and documents will slow down the approval process, and application will be returned unapproved. After SBESE approval, the application and all documentation will be returned. The parents are responsible for maintaining a copy of the approved application in their files.

An original application and one copy must be submitted.

Instructions for New or Initial Application

If a student is enrolled in a home study program, then enters a school system for any period of time and then withdraws to enter a home study program again, this application is considered a "new" application (not a "renewal").

A new or initial application **must be made within 15 days** after the beginning of the program for review and recommendation to the SBESE.

Students eleven years old participating in approved home study shall provide evidence of current immunization against meningococcal disease as a condition of approval.

Exemptions include: parent/guardian waivers for religious or personal reasons, written statement from physician stating contraindicated medical reasons, shortage of supply of vaccine.

Required Documents:

- A completed application (see Attachment 2 *Home Study Program Application*).
- A **clear photocopy** of the original birth certificate of the child. If an original birth certificate is sent, the Louisiana Department of Education is not responsible if it is lost or damaged.
- Immunization records: Medical Records for students 11 years old that denote proof of immunization against meningococcal disease or exemption.

If you plan to renew next year, you will need to submit appropriate documentation (see requirements for renewal in the next section). Keep good documentation throughout the year. However, **do not** send any updates or documentation throughout the year.

Instructions for Renewal Application

A renewal application shall be approved if parents submit to the SBESE satisfactory evidence that the program offered a sustained curriculum of a quality at least equal to that of the public schools at the same grade level and that the student shows progression. A renewal application must be made **within 12 months of the approval of the initial application**.

Instructions for Renewal Application continued

Required Documents:

- A completed application (see Attachment 2 *Home Study Program Application*).
- Immunization records: Medical Records for students 11 years old that denote proof of immunization against meningococcal disease or exemption.
- The following must be included with the application form. If the material submitted is inadequate the Department of Education will return the application unapproved.
 1. A complete packet including **all** of the following:
 - A complete, but simple, outline of the subjects that were taught during the previous year,
 - A complete, but simple, list of books and materials that were used,
 - A statement from a 3rd party (e.g., relative, friend) observing the student's progress,
 - A small sampling of the student's work from the previous year. Send only 1-2 pages per core subject area taught (i.e., Math, English, Social Studies, Science),
 - A report card and/or other test scores, **and**
 - Other evidence of quality.
 2. Or, do not send a packet, and instead submit test scores as follows:
 - For students completing grades 4, 8, 10, and 11, submit the student's test scores from the Louisiana LEAP (Grades 4 and 8) or GEE (Grades 10 and 11) showing that the student has scored at or above the passing level;
 - For students completing grades 3, 5, 6, 7, and 9, submit the student's test scores from the LEAP English Language Arts and Math tests showing that the student has scored at or above the passing level;
 - For students completing grades 3, 5, 6, 7, and 9, submit the student's test scores from the California Achievement Test showing that the student has scored at or above the national average; or
 3. Or, do not send a packet, and instead submit the following:
 - For students at any grade level, submit a statement from a teacher certified at the child's grade level that the teacher has examined the program being offered and that in his/her professional opinion, the student is performing on grade level or in the case of children with mental or physical disabilities, at least equal to that offered by public schools to children with similar disabilities.

Local School Board Office Contact Information

Attachment 1

District/Parish	Superintendent	Street Address	City Zip	Phone Number	Fax Number
Acadia	Mr. John Bourque	2402 N. Parkerson Ave.	Crowley, LA 70526	(337) 783-3664	(337) 783-3761
Allen	Mr. Michael K. Doucet	1111 West Seventh Ave.	Oberlin, LA 70655	(337) 639-4311	(337) 639-2346
Ascension	Mr. Donald Songy	1100 Webster Street	Donaldsonville, LA 70346	(225) 473-7981	(225) 473-8058
Assumption	Mr. Earl Martinez	4901 Highway 308	Napoleonville, LA 70390	(985) 369-7251	(985) 369-2530
Avoyelles	Mr. Dwayne Lemoine	221 Tunica Drive West	Marksville, LA 71351	(318) 253-5982	(318) 253-5178
Beauregard	Ms. Rita Mann	202 West Third Street	DeRidder, LA 70634	(337) 463-5551	(337) 463-6735
Bienville	Mr. William Britt	1956 First Street	Arcadia, LA 71001	(318) 263-9416	(318) 263-3100
Bossier	Mr. D.C. Machen, Jr.	316 Sibley Street	Benton, LA 71006	(318) 549-5000	(318) 549-5004
Caddo	Dr. Gerald Dawkins	1961 Midway	Shreveport, LA 71108	(318) 603-6300	(318) 631-5241
Calcasieu	Mr. Wayne Savoy	1724 Kirkman Street	Lake Charles, LA 70601	(337) 491-1600	(337) 217-4001
Caldwell	Mr. John R. Sartin	219 Main Street	Columbia, LA 71418	(318) 649-2689	(318) 649-0636
Cameron	Ms. Stephanie Rodrigue	1027 Highway 384	Lake Charles, LA 70607	(337) 905.5784	(337) 905-5097
Catahoula	Dr. Gwile Freeman	200 Bushley Street	Harrisonburg, LA 71340	(318) 744-5727	(318) 744-9221
Claiborne	Dr. Janice Williams	415 East Main Street	Homer, LA 71040	(318) 927-3502	(318) 927-9184
Concordia	Ms. Loretta Blankenstein	4358 Highway 84 West	Vidalia, LA 71373	(318) 336-4226	(318) 336-5875
DeSoto	Mr. Walter C. Lee	201 Crosby Street	Mansfield, LA 71052	(318) 872-2836	(318) 872-1324
East Baton Rouge	Mr. John Dilworth	1050 S. Foster Drive	Baton Rouge, LA 70806	(225) 922-5400	(225) 922-5499
East Carroll	Dr. Vleria Millikin	514 Third Street	Lake Providence, LA 71254	(318) 559-2222	(318) 559-3864
East Feliciana	Mr. Douglas Beauchamp	12732 Silliman Street	Clinton, LA 70722-0397	(225) 683-8277	(225) 683-3320
Evangeline	Ms. Toni Hamlin	1123 Te Mamou Road	Ville Platte, LA 70586	(337) 363-6651	(337) 363-8086
Franklin	Dr. Lanny Johnson	7293 Prairie Road	Winnsboro, LA 71295	(318) 435-9046	(318) 435-3392
Grant	Ms. Sheila Jackson	512 Main Street	Colfax, LA 71417	(318) 627-3274	(318) 627-5931
Iberia	Mr. Dale R. Henderson	1500 Jane Street	New Iberia, LA 70560	(337) 365-2341	(337) 365-6996
Iberville	Dr. P. Edward Cancienne, Jr.	58030 Plaquemine St.	Plaquemine, LA 70764	(225) 687-4341	(225) 687-5408
Jackson	Mr. Wayne Alford	315 Pershing Highway	Jonesboro, LA 71251	(318) 259-4456	(318) 259-2527
Jefferson	Dr. Diane Roussel	1901 Manhattan, Suite 200	Harvey, LA 70058	(504) 349-7600	(504) 349-7960
Jefferson Davis	Mr. David Clayton	203 E. Plaquemine St.	Jennings, LA 70546	(337) 824-1834	(337) 824-9737
Lafayette	Mr. Burnell Lemoine	113 Chaplin Drive	Lafayette, LA 70508	(337) 521-7000	(337) 233-0977
Lafourche	Ms. Jo Ann Matthews	805 East 7th Street	Thibodaux, LA 70301	(985) 446-5631	(985) 446-0801
LaSalle	Mr. Roy Breithaupt	3012 N. First Street	Jena, LA 71342	(318) 992-2161	(318) 992-8457
Lincoln	Mr. Danny L. Bell	410 S. Farmerville St.	Ruston, LA 71270	(318) 255-1430	(318) 255-3203
Livingston	Mr. Bill Spear	13909 Florida Blvd.	Livingston, LA 70754	(225) 686-7044	(225) 686-3052
Madison	Mr. Samuel Dixon	301 South Chestnut St.	Tallulah, LA 71282	(318) 574-3616	(318) 574-9375
Morehouse	Mr. Tom Thrower	714 South Washington	Bastrop, LA 71220	(318) 281-5784	(318) 283-3456
Natchitoches	Dr. Derwood Duke	310 Royal Street	Natchitoches, LA 71457	(318) 352-2358	(318) 352-8138

Local School Board Office Contact Information Continued				Attachment 1	
Orleans	Mr. Darryl Kilbert	3520 General DeGaulle	New Orleans, LA 70114	(504) 304-5660	(504) 309-2865
Ouachita	Dr. Robert Webber	100 Bry Street	Monroe, LA 71201	(318) 388-2711	(318) 432-5320
Plaquemines	Mr. Denis Rousselle	537 F. Edward Hebert Blvd.	Belle Chasse, LA 70037	(504) 392-4970	(504) 392-4973
Pointe Coupee	Mr. Michael Lucia "Interim"	337 Napoleon St.	New Roads, LA 70760	(225) 638-8674	(225) 638-3904
Rapides	Dr. Gary L. Jones	619 Sixth Street	Alexandria, LA 71301	(318) 487-0888	(318) 449-3167
Red River	Mrs. Kay J. Easley	1922 Alonzo Street	Coushatta, LA 71019	(318) 932-4081	(318) 932-3081
Richland	Dr. Cathy Stockton	411 Foster Street	Rayville, LA 71269	(318) 728-5964	(318) 728-6366
Sabine	Mr. Dorman Jackson	695 Peterson Street	Many, LA 71449	(318) 256-9228	(318) 256-0105
St. Bernard	Ms. Doris Voitier	200 E. St. Bernard Hwy.	Chalmette, LA 70043	(504) 301-2000	(504) 301-2010
St. Charles	Dr. Rodney R. Lafon	13855 River Road	Luling, LA 70070	(985) 785-6289	(985) 785-1025
St. Helena	Dr. Daisy Slan	354 Sitman Street	Greensburg, LA 70441	(225) 222-6861	(225) 222-4937
St. James	Dr. Alonzo "Lonnie" R. Luce	1876 West Main Street	Lutcher, LA 70071	(225) 258-4501	(225) 869-8845
St. John the Baptist	Dr. Courtney Millet	118 West 10th Street	Reserve, LA 70084	(985) 536-1106	(985) 536-1109
St. Landry	Mr. Michael Nassif	1013 Creswell Lane	Opelousas, LA 70570	(337) 948-3657	(337) 942-0204
St. Martin	Mr. Richard Lavergne	305 Washington Street	St. Martinville, LA 70582	(337) 394-6261	(337) 394-6387
St. Mary	Dr. Donald W. Aguiard	474 Highway 317	Centerville, LA 70522	(337) 836-9661	(337) 836-5461
St. Tammany	Ms. Gayle Sloan	321 N. Theard St.	Covington, LA 70433	(985) 892-2276	(985) 898-3267
Tangipahoa	Mr. Mark Kolwe	59656 Puleston Road	Amite, LA 70422	(985) 748-7153	(985) 748-8587
Tensas	Ms. Carol S. Johnson	504 Plank Road	St. Joseph, LA 71366	(318) 766-3269	(318) 766-3634
Terrebonne	Mr. Philip Martin	201 Stadium Drive	Houma, LA 70360	(985) 876-7400	(985) 872-0054
Union	Mr. Steve Dozier	1202 Marion Highway-Hwy. 33	Farmerville, LA 71241	(318) 368-9715	(318) 368-3311
Vermilion	Mr. Randy Schexnayder	220 South Jefferson Street	Abbeville, LA 70510	(337) 893-3973	(337) 898-0939
Vernon	Mr. Jackie D. Self	201 Belview Road	Leesville, LA 71446	(337) 239-3401	(337) 238-5777
Washington	Mr. Darrell Fairburn	800 Main Street	Franklinton, LA 70438	(985) 839-3436	(985) 839-5464
Webster	Mr. Wayne W. Williams, Jr.	1442 Sheppard Street	Minden, LA 71055	(318) 377-7052	(318) 377-4114
West Baton Rouge	Mr. David Corona	3761 Rosedale Road	Port Allen, LA 70767	(225) 343-8309	(225) 387-2101
West Carroll	Mr. Roger Kent Davis	314 East Main Street	Oak Grove, LA 71263	(318) 428-2378	(318) 428-3775
West Feliciana	Mr. Jesse L. Perkins, Acting	4727 Fidelity Street	St. Francisville, LA 70775	(225) 635-3891	(225) 635-0108
Winn	Mr. Steve Bartlett	304 East Court Street	Winnfield, LA 71483	(318) 628-6936	(318) 628-2582
Central Community	Mr. Mike Faulk	13421 Hooper Road, #6	Baton Rouge, LA 70818	(225) 262-1919	(225) 262-1989
City of Monroe	Dr. James A. Dupree	2101 Roselawn Avenue	Monroe, LA 71201	(318) 325-0601	(318) 323-2864
City of Bogalusa	Ms. Ruth Horne	1705 Sullivan Drive	Bogalusa, LA 70427	(985) 735-1392	(985) 735-8828
Zachary Community	Mr. Warren Drake	4656 Main Street	Zachary, LA 70791	(225) 658-4969	(225) 658-5261
City of Baker	Dr. Estes Taplin	3033 B Ray Weiland Drive	Baker 70714	(225) 774-5795	(225) 774-5797
Recovery School District	Mr. Paul Vallas	1641 Poland Ave.	New Orleans, LA 70117	(504) 373-6200	(504) 309-3647
Special School District	Ms. Elizabeth "Liz" Moore - Interim	1201 N. Third St.	Baton Rouge, LA 70802	(225) 219-0076	(225) 219-0374

Louisiana State Board of Elementary and Secondary Education
HOME STUDY PROGRAM APPLICATION
 In Accordance with R.S. 17:236, 17:236.1, and 17:236.2

SEND 2 COPIES OF THIS APPLICATION

Name of Parent/Legal Guardian
Street Address/Post Office Box
City, State, Zip Code

School Year _____

Telephone Number _____

IMPORTANT: Parents should contact the Louisiana Office of Student Financial Aid (LOSFA) at 800-259-5626, extension 1012 concerning any questions they may have about Tuition Opportunity Program for Students (TOPS) eligibility.

For each student listed, please check whether registration is NEW or RENEWAL

STUDENT(S) NAME LAST/FIRST	DATE OF BIRTH (OPTIONAL)	AGE (OPTIONAL)	GRADE (REQUIRED)	NEW APPLICANT MUST ATTACH Copy of Birth Certificate * Immunization Record for students 11 years old.	RENEWAL APPLICANT MUST ATTACH Packet, Test Scores, or Letter from Certified Teacher

*** MEDICAL RECORDS: PROOF OF IMMUNIZATION AGAINST MENINGOCOCCAL DISEASE OR EXEMPTION.**
FAILURE TO ENCLOSE THE REQUIRED DOCUMENTATION WILL SLOW DOWN APPROVAL PROCESS AND APPLICATION WILL BE RETURNED.

I certify that the above named student(s) in _____ Parish or City School System **will be** (are) enrolled in a SBESE Home Study Program offering a sustained curriculum of a quality at least equal to that offered by the public schools as required by 17:236 and in accordance with R.S. 17:236, R.S. 17:236.1, and 17:236.2.

_____ Date	_____ Signature of Parent/Legal Guardian Note: Program approval does not address child custody issues.	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> Official State Use Only </div> <div style="margin-top: 20px;"> Date Approved _____ </div> <div style="margin-top: 40px;"> _____ President, Louisiana State Board of Elementary and Secondary Education </div>
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PLEASE RETURN APPLICATION TO:
ATTN: SBESE-Approved Home Study Program
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, Louisiana 70804

Disclosure of information in students' education records is restricted in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g. However, pursuant to FERPA, a student's parent or legal guardian may inspect the student's education records. FERPA also allows a student's parent or legal guardian to request that an educational agency amend the student's education records if the records contain information that is inaccurate, misleading or an invasion of privacy.

☐ By checking this box, I am notifying the Department **not** to disclose directory information without prior written consent.

Obtain the latest SBESE-Home Study Guidelines for important information and updates at
<http://www.louisianaschools.net/lde/curr/1650.html>.